

TOC OR APS ACCESS DURING AN EMERGENCY

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Owner: Brad Bland

PURPOSE

The purpose of this policy is to establish who is responsible for determining access to the Technical Operations Center (TOC) located at 1100 State Office Building Salt Lake City, Utah and to the Alternate Processing Site (APS) located at 350 S 900 W Richfield, Utah.

SCOPE

This policy applies to all ITS personnel, all State agencies, as well as vendors and customers of ITS.

BACKGROUND

The TOC and APS are considered secure environments and are manned 24 hours per day 365 days a year. Much of the processing and operations of the TOC and APS are subject to federal and state security requirements and, as such, access must be limited. The purpose of the policy is to define who shall be responsible for determining who is granted access to the TOC and APS in an emergency.

POLICY

Access to the TOC and APS shall be controlled by card key and/or ITS personnel authorized to grant access. In the event of an emergency, ITS Operations personnel will be responsible for determining what ITS staff, vendor support, and personnel from other State agencies are necessary to resolve the emergency. In order to manage the emergency effectively, only those persons with responsibility for resolving the problem will be granted access to the TOC and APS.

In the event an emergency occurs that would require support from staff members of State Agencies other than ITS, vendors and/or ITS staff that do not have card key



access, the Operations staff is on-site 24 hours per day. Access will be granted by the Operations support staff members responsible for coordination of the emergency. Proper identification, such as a State ID card, drivers licence, or vendor ID card, will be required for entrance.

